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TRAINING
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TRAINING AT NON-CIA FACILITIES

RESCISSION : [REDACTED] dated 1 December 1953

REFERENCE : [REDACTED]

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1. POLICY

- a. The training of Agency employees at non-CIA facilities, Government and non-Government, is authorized under the Government Employees Training Act (Public Law 85-507) when such arrangements are considered necessary and desirable in the public interest to supplement self-education, self-improvement, and self-training. The Act provides that such training be given, insofar as practicable, by, in, and through those Government facilities which are under the jurisdiction or control of the Agency. The Act also authorizes the Agency, to the extent necessary and appropriate, to utilize other Government training facilities and to enter into agreements or make other arrangements for the training of employees through non-Government facilities.
- b. Training at non-CIA facilities may normally be provided by the Agency only for those individuals:
 - (1) Who are civilian officers or employees of the Agency.
 - (2) Who are qualified to meet the entrance requirements of the institution or training facility involved, and the objectives of the proposed training.
 - (3) Whose proposed training will benefit the Agency either by increasing capabilities to perform a current duty assignment more effectively or by preparation for projected duty assignments requiring additional skills or responsibilities; and

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- (4) Whose utilization within the Agency upon completion of training has been determined by the Career Service concerned.

2. RESPONSIBILITIES

a. Operating Officials shall:

Endorse requests for training at non-CIA facilities for personnel of their Offices.

b. Heads of Career Services shall:

Review requests of designees of their respective Career Services for training at non-CIA facilities.

c. The Director of Security shall:

- (1) Determine that non-CIA facilities, proposed by the Director of Training for training of Agency personnel, meet security standards.
- (2) Certify that Agency personnel under consideration for training at non-CIA facilities are eligible, security-wise, to participate in such training.

d. The Director of Training shall:

- (1) Designate non-CIA facilities suitable for Agency use in specified fields of training.
- (2) Approve or disapprove all requests for training of personnel at non-CIA facilities which have been endorsed by an Operating Official, or his designee, and reviewed by the head of the Career Service concerned. Approval must precede actual enrollment.
- (3) Prescribe the administrative considerations governing Agency personnel in approved courses or programs and provide for participation of Agency personnel, selected by the Director of Central Intelligence, in training programs at Senior Officer Colleges.

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2.

- h. Persons selected for training by, in, or through non-Government facilities shall, under certain conditions of length and/or cost of training and prior to actual assignment for such training, enter into a written agreement covering obligations to the Agency. As a general rule, such written agreement shall be required in cases where the external training either (1) is on a full-time basis and extends for a period of one month or longer, or (2) involves a cost to the Agency, beyond normal pay and allowances, of \$500 or more.

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- (4) Determine, in collaboration with the organizational element concerned, the requirements for cover.
- (5) Budget and provide funds necessary to meet the costs of training at non-CIA facilities, with the exception of salaries.
- e. The Deputy Director (Plans) shall:
 - Provide for cover in accordance with requirements established by the Director of Training.
- f. The CIA Career Council shall:
 - (1) In the special case of attendance at Senior Officer Colleges, review the qualifications of candidates nominated by the Deputy Directors.
 - (2) Recommend for the Director's approval the selection of principal and alternate candidates for each of the available spaces.
- g. Agency personnel selected for training under the provisions of this regulation shall:
 - (1) Comply with the administrative, security, and cover measures established for the particular program.
 - (2) Normally be required to attend on a full-credit basis.
 - (3) Submit such reports and materials related to the training programs as the Director of Training may request.
 - (4) Prior to assignment for training by, in, or through a non-Government facility, enter into a written agreement covering obligations to the Agency.

3. PROCEDURES

Procedures appropriate for the selection and processing of nominees for courses of instruction or training at non-CIA facilities shall be published by the Director of Training from time to time in the OTR Bulletin, OTR Catalog of Courses and other media.

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